## STATE OF GEORGIA RECORDS SERIES PROFILE RECORDS RETENTION SCHEDULE APPLICATION #910118-02

Sheet: 3 of 3

Schedule Number: 94-0017

Effective Date: 08/23/94

Agency Code:

0414

Agency:

Department of Education

Creating Office:

Office of Special Services

Series

Title/Dates:

Student and Teacher Achievement Recognition (STAR) Program, 1988 - [ongoing].

Access:

Closed (O.C.G.A. 50-18-72(a); Public Law 93-380, Section 513).

Class:

Individual

**Function** 

Documented:

Office of Special Services' coordination and co-sponsorship of the Student and Teacher Achievement Recognition Program with the Business Council of Georgia, local community business organizations and civic groups, and local school systems. All Georgia's 186 public school systems and all accredited private schools are eligible to participate in the STAR Program. From 1988 through 1991, the STAR program was under the Office of Business and

Education Partnerships, Division of Educational Enterprises.

Consists of:

Correspondence promoting and coordinating the program, completed nomination

forms for STAR Student and Teacher awards, and other administrative

documents.

Arrangement:

Chronological by school year; thereunder numerical by congressional district.

Media:

Paper

Retention

Instructions:

Administrative need: Three (3) years.

Disposition

Instructions:

Cut off at end of school year (August 14th)

Hold in current files area one (1) year.

Transfer to State Records Center and hold (2) years.

Destroy.

The State Records Committee has approved these disposition instructions for the records series described in the attached records retention schedule application and in this profile.

**Edward Weldon** 

Secretary of State Designee

Govard Weldon

Jun. 31, 1998 Date

FORM: PROFILE 90.REV95



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

	Publication No. 76-RM-1 for instructions on completing the sand History, Records Management Division, 330 Capitol Section. $9001/8-02$						
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE					
Application Date	Georgia Department of Education	Application Number					
•	Office of Business/Education Partnerships	94-0017					
Application Number	Division of Educational Enterprises 1758 Twin Towers East	9AN ee iv8 1991	Date Completed				
	Atlanta, GA. 30334	21111 T Q 1331	18/23/94				
2. Person to Contact	Working Title	Telephone Number					
Evelyn Turner	Director		656-4688				
3. Action Requested			<del></del>				
	Schedule; record will continue to accumulate. cumulation; no further accumulation anticipated.						
•	No Check One: ☐ Change; ☐ Superced	los 🗖 Veid					
4. Dates of Series	5. Records Series Title (followed by title used in office; if dit						
Earliest Latest							
1988  to Date	Student Teacher Achievement Recognition (	STAR) Program	Files				
6. Division and Office Function							
The Office of Business/Education Partnerships provides coordination of the efforts of							
	s leaders to improve public schools by pro						
	ional Education Service Agencies (RESAs).						
	e Department of Industry and Trade and oth						
	dinate the development of a state plan. T advise Georgia's Congressional Delegation						
	ms as INVENT AMERICA, GEORGIA and the STAR						
	tional Enterprises coordinates the STAR Pr						
	of Georgia. Students in all 186 school sy						
	based on specified criteria. This divisio						
developing, planning,	organizing and implementing of the statew	ide parent edu	cation program.				
7. Record Series Description	This file contains the following documents (include form nu	mbers and titles, if ar	ny):				
	Attach samples of the file.	t Tazahan Duca	mam hu				
	sponsoring and coordinating the STAR Studer ction process for students, soliciting and						
	aring STAR Manuals and publicity materials,						
Included are:	community in awarding scholarships and						
	annual banquet.						
Correspondence relat	ted to promoting and publicizing the STAR F	rogram, Offici	al forms for				
nominating STAR Stud	dent and Teacher Awards, correspondence wit	ch Business Cou	ncil of Georgia				
	ess organizations and civic groups and loca	ıl school syste	ms who support				
the program.		5					
	•						
File is arranged: Chronologically by School Year; thereunder numerically by ten state Congressional Districts.							
8. Monthly Reference Rate	How often are records referred to which are:		· · · · · · · · · · · · · · · · · · ·				
One to six months old $100$	; Seven to twelve months old; Thirteen to	twenty-four months	old <u>5</u> ;				
twenty-five months and olde							
9. Annual Rate of Accumulation	n of Records						
	; Legal-size drawers; Shelves;	Other (specify) <u>Late</u>	ral Files:				
Current Accumulation	n: 1 Lateral File Drawer	1/2	Drawer				

1 V [	a. Is this the official copy of the series?							
b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.								
X Student SAT So X c. Is this a vital re		iraues/PL 93-	-360, sec. :	ors and o.c.ux	· 50-10-72(a)	<del></del>		
	X d. Does this series have historical or long term research value?							
e. When one or tw			necessary to keep	the entire file for a	long period, could t	:hes <del>e</del>		
المستقل المستق								
g. Is the informati	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?							
h. Is there a duplication of this series in your office, or in another office or agency?								
<del>                                      </del>	X If yes, where? X i. Is this series (or a major portion of it) regularly microfilmed?							
X j. Does the record series result in a computer printout? Annual List of Participants								
11. Retention Requirements The following requires the series to be kept:								
a. State Law	0	years.	d. Audi	t period	0	years.		
b. Statute of limitation	N/A	,		inistrative need	3 0	years.		
c. Federal law	. —	years.	1. rede	ral retention instruc	tions	years.		
Attach copy or excert of la	ws or regulation	ns. Explain admir	nistrative need.					
		•						
12 4 10								
12. Approved Disposition Instru			· ·	series be cut off at t Other _School		then,		
Arriva de la compansión d		1			14 - August 19	5)		
	•			ien				
☑ Transfer to State Record								
• •	□ Destroy.     □ Transfer to State Archives for permanent retention.							
Other (Specify)	es for permane	in retention.						
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These instructions apply to all prior and future accumulations of the seffect plication #900118-02, Sheet 2 of 3 Schedule-94-0017, 08/23/94								
					re-se-cul, i	191 <i>2</i> 9134		
Agency Head/Designee (Signat	ure)	Date	Records Manag	ement Officer (Sign	nature)	Date		
Willy & Ley	man	1-17-011	Vickie	Sakar		01/15/91		
			State R	ecords Committee	Singstried or sex	Date		
Recommendations in para-				T				
graph 12 are approved. (If disapproved, attach letter				MMITTE				
of explanation.)  Secretary of State/Designee  APPROVAL SIGNATURE SH						SHEET		
	A++===== C:	eneral/Designee						
AR-50-71; Rev. 76	Attorney G		Reverse Side)			<u></u>		
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